

Borough Council Meeting

January 21, 2025

LEWISTOWN MUNICIPAL BUILDING COUNCIL CHAMBERS

The Council meeting opened at 4:30 PM with Borough Council President Matthew Moore presiding. The Pledge of Allegiance was recited by all present.

Prayer

Roll Call

Steve Knudson, Lisa Knudson, Robert Barlett, Jim Steele, Scott Gutshall and Matt Moore were all present. Larry "Heavy" Searer joined the meeting via telephone. Mayor Deb Bargo was present. Junior Council member Leanne Weaver was present, and Ava Kelly was absent.

Committee Work Session:

1. Finance Discussion. N/A
2. Street/Parking Discussion. N/A
3. Law & Ordinance Discussion.

A. Sewer Vent Cap Ordinance

Mr. Remy stated this ordinance will require all residents to have a vent cap on their sewer to prevent storm water from entering the wastewater treatment plant and if possible, to move them into the yard and out of the sidewalk. Mr. Remy stated the Borough would like them to be mushroom caps. Mr. Remy stated if the vent needs to be in the sidewalk, a vent cap can be obtained in the Codes office. Mr. Moore asked what it would cost residents to purchase a vent cap. Katelyn Rauch, Codes officer, stated the Codes office is charging residents the cost to purchase the vent cap, \$91.35.

On a motion by Mr. Steele and seconded by Mrs. Knudson, Council voted 7-0 to advertise the Sewer Cap Ordinance.

B. Rental Ordinance Review

C. Rental Ordinance Town Hall

Mr. Barlett stated he spoke with Katelyn about scheduling the town hall meeting the first week of February. Mr. Moore asked where the meeting would be held, and Katelyn recommended the Community Center. Mr. Fink gave an update on the survey that was conducted on the Borough website regarding the Rental Ordinance. He stated there were 40 responses. Mr. Fink created a power point presentation and broke down some of the information. Katelyn Rauch was able to provide data from 2014 through 2024 breaking down how many rental units are in each of the wards and the Borough as a whole. Mr. Fink stated there were approximately 2,148 rental units in 2014 and there were 2,313 rental units in 2024. The total parcels stayed the same. Katelyn Rauch stated there are fewer rental parcels now than in 2014, but the number of rental units has gone up, so more units are being placed in existing parcels. A member of the public asked how the codes for

safety were created and Katelyn Rauch stated that they are taken from the International Property Maintenance codes and follow the guidelines set by the state of Pennsylvania.

D. Chapter 55: Rec Board

Mr. Remy stated there was a question about whether the Rec Board meeting could be scheduled during one of the two Council meetings. Mr. Remy stated the Ordinance specifies when the Rec Board meeting is to take place. The ordinance states the Rec. Board meeting is to be held the first Tuesday of each month at 7:30 PM. Mr. Remy recommends changing the ordinance to say, "The Recreation Board will have regular monthly meetings at a time and place to be determined by Borough Council." Mr. Remy stated the Board is set up to have 7 members but could be changed if Council wanted to make that change. Mr. Moore stated the reason Council went to two Council meetings a month was so all members of Council could participate in the Committee meetings. Mr. Fink suggested having the Rec Board meeting after a Council meeting at approximately 6:00 PM. This time change would allow participating Council members to attend the meeting on the same night and would eliminate the need to attend a second meeting on a different night. Mr. Gutshall stated his opinion was to look at the whole Chapter 55 ordinance and make all the changes needed at one time instead of changing part of it immediately and then revisiting it again later to make additional changes.

E. Law and Ordinance 2025 Priorities

Mr. Remy stated that a meeting should be held to discuss any ordinances that need addressed in 2025. Mr. Moore asked if there was anything still hanging open at this time and Mr. Remy said there were a couple small items that need addressed.

4. Rec. Board Discussion.

A. 2025 Swimming Pool Season

Mr. Fink brought up the concession stand and asked if it was wise to send it out for local businesses to bid on instead of the Borough managing the concession stand. Mr. Moore, Mr. Gutshall and Mrs. Knudson all agree that the concession stand should be sent out for bid. Mr. Moore stated there is no money budgeted for the concession stand this year (staff or supplies). The concession stand discussion also included the thought of scheduling food trucks during pool operation. Mr. Barlett mentioned that City Hook and Ladder utilizes food trucks for some of their events and they are received very well. Mr. Fink stated that it was important that the Borough had the lifeguards to staff the pool. Mr. Fink stated he thought we should start to advertise lifeguards either the end of February or the beginning of March. The pool is scheduled to open on May 31st in conjunction with events at the park.

5. Fire Committee Discussion. N/A

Amendments to the Council Agenda: N/A

Hearing of Person's Present: Agenda Related Items: N/A

CONSENT AGENDA**

The following are routine, procedural, and informational non-controversial items and do not appear to require discussion or explanation prior to the Council's action. These items will be acted upon by one motion unless any member of Council desires to move an item to the Regular Agenda for further discussion.

- a. **Approval of Minutes:**
December 30, 2024, Council Meeting
January 6, 2025, Council Meeting
- b. **Approval of Treasurer's Report: N/A**
- c. **Approval of Schedule of Bills: N/A**
- d. **Facilities Use Requests: N/A**
- e. **Acknowledge receipt of Fame Meeting Minutes: N/A**
- f. **Acknowledge receipt of Tax Collector's Report: N/A**
- g. **Acknowledge receipt of Department Reports: N/A**

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 7-0 to approve the consent agenda.

Fire Chief Report: N/A

Mayor

Mayor Bargo stated three people have volunteered to be on the Civil Service Commission and they are Craig Wheeler, Russ Rager, and Janie Welshans.

Mayor Bargo stated she had 2 marriages during the last quarter of 2024.

Mayor Bargo briefed Borough Council on America250PA. Mayor Bargo said the program is for Boroughs and Townships to create individual celebrations for the US Semiquincentennial (250th Anniversary of the founding of the United States).

Police Chief: N/A

Borough Solicitor: N/A

Borough Manager:

Mr. Fink relayed a letter of thanks that was sent to City Hook & Ladder FD, Heritage FD and Chief Logan FD from the Coroner for their assistance during a serious event that occurred in the South End of Lewistown.

1. Downtown/Walnut Street Update: Sewer/Stormwater Projects.

Mr. Fink stated that PennDOT is going to pave Market Street and Walnut Street from Valley Street down to the new section of Route 522. This project has been pushed back so the Borough and the Water company can do any repairs to water and sewer lines that are below the road before they come through and pave it. Mayor Bargo asked if Main Street would be paved. Mr. Fink stated it will probably be done because of future paving projects.

2. Unpaid Balance Notice Update.

Mr. Fink stated Cycle 2 unpaid balance notices are being prepared so they can be mailed out. Mr. Gutshall asked for a rolling list of delinquent accounts for tracking purposes.

3. Community Development Block Grant (CDBG) Discussion

Mr. Fink stated the \$300,000 LSA Grant is now available for use on the cleaning and televising of the storm lines. Mr. Fink is resubmitting to Guyer Brothers so they are on a level playing field with another bid and hopefully it will be discussed at the February meeting.

Mr. Fink is meeting with Nick Soccio to map out future grant funding calendar and then will meet in Harrisburg with DCED leadership and the Secretary of DEP to update them on our progress and to see if there are any additional grant funds available.

Mr. Fink stated he is looking into a Multimodal grant like the County's Streetscape grant, to help finish our streetscape in the downtown area.

Mr. Fink stated he met with members of SEDA-COG (Susquehanna Economic Development Association Council of Governments) to get ideas for projects to use the CDBG funds. Mr. Fink stated those funds can be used to reimburse the Borough for fire truck payments. This would allow the Borough to build funds in the Fire Specialty Tax for future purchases for the fire department.

Important Dates:

1. **February 3rd Borough Council Meeting**
2. **February 17th President's Day. Borough Hall and all its offices will be closed.**
3. **February 18th Borough Council Meeting. This meeting is on Tuesday because of the President's Day holiday on Monday, February 17th.**

New Business: Consideration of Approvals

1. **Recommend approval to accept the resignation of Jacob Penhorwood effective 1/9/2025.**

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 7-0 to approve the resignation of Jacob Penhorwood effective 1/9/2025.

2. **Recommend approval for repairs to the Garbage Packer Truck at a cost of \$8,377.86 to be paid out of the Refuse account.**

Mr. Fink stated that earlier in the Summer the truck was having difficulty climbing hills. The vehicle was sent to Noerr Trucking and it was determined that the Turbo has gone out.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 7-0 to approve the repairs to the Garbage Packer Truck at a cost of \$8,377.86 to be paid out of the Refuse account.

3. **Recommend approval to enter into an agreement with Penelec to place Military Banners on Penelec poles.**

Mr. Fink stated this agreement would allow us to hang the new Military Banners on the Penelec poles down S. Main and out 4th Street. This agreement outlines the guidelines for hanging those banners.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 7-0 to approve the agreement with Penelec to place Military Banners on Penelec poles.

4. **Recommend approval of Resolution 2025-2 Page SEO Inc.**

Mr. Fink stated this is for the On-lot Sewer systems Ordinance. This resolution would allow Page SEO Inc. to conduct inspections on the properties in the Borough that have on lot septic systems. This is at no cost to the Borough.

On a motion by Mr. Gutshall and seconded by Mrs. Knudson, Council voted 7-0 to approve Resolution 2025-2 Page SEO Inc.

Public Comment: Non-Agenda Items

Jim Zubler addressed Council regarding the importance of the corner where the former Central Hotel was located. Mr. Zubler presented a letter conveying their concerns and wanting to ensure that the corner represents the needs of the community.

Executive Session Started: 5:34 PM

Executive Session Ended: 6:10 PM

Unfinished Business:

- a. Recommend approval of Bob Douglas as Fire Chief of the Lewistown Fire Department.

On a motion by Mrs. Knudson and seconded by Mr. Gutshall, Council voted 7-0 to approve adding the hiring of a Fire Chief to the agenda.

On a motion by Mrs. Knudson and seconded by Mr. Gutshall, Council voted 7-0 to approve hiring Bob Douglas as Fire Chief.

Mr. Moore wanted to point to everyone that the hiring of Fire Chief was not an easy decision.

- b. Recommend approval of the transfer of Tobias Hartsock to the Wastewater Treatment Plant effective 01/27/2025

On a motion by Mrs. Knudson and seconded by Mr. Gutshall, Council voted 7-0 to approve transferring Tobias Hartsock to the Wastewater Treatment Plant effective 01/27/2025.

Council Ended: 6:13 PM



(Vice) President, Lewistown Borough Council

(Seal)

ATTEST:

(Asst.) Borough Secretary